Training Opportunities

On-Going State Resource

Date/ Time	Course Title	Course Fee	Contact to Register	Location	Target Audience	Description/Purpose
On-going Self-Paced	FMLA Supervisory Training	$0*	KS Department of Administration (KDoA) - **Kim Warren** at: Kim.Warren@ks.gov http://da.ks.gov/ps/training/fmla/	Online	Supervisors	In this online course, participants will be given the information necessary to better understand and apply the regulations outlined by the Family and Medical Leave Act (FMLA). This course is designed to give a general understanding of FMLA law and practical guidance on its administration. More specifically, participants will learn how their role as a supervisor is important in ensuring proper management of the law. The FMLA Supervisory Training is accessible on the Dept of Administration's website: http://da.ks.gov/ps/training/fmla/
On-going Self-Paced	FMLA Training for Employees	$0*	KS Department of Administration (KDoA) - **Kim Warren** at: Kim.Warren@ks.gov http://da.ks.gov/ps/training/fmla/	Online	All Employees	In this online course, participants will be given the information necessary to better understand and apply the regulations outlined by the Family and Medical Leave Act (FMLA). This course is designed to give a general understanding of the FMLA law and how it applies to State employees. Participants will learn what might trigger a FMLA event, how they would apply for FMLA, and what their responsibilities would be while on FMLA. The FMLA Employee Training is accessible on the Dept of Administration's website: http://da.ks.gov/ps/training/employeefmla5/
On-going Self- Paced	General IT Security Awareness Training (ID#: 1070513) HIPAA: An Overview (ID#: 1041019) KS New Employee Orientation (NEO) (ID#: 1051574) Successfully Dealing with Challenging Customers (ID #: 1069122)	$0*	General IT Security Awareness, HIPAA: An Overview and KS New Employee Orientation (NEO): KS Department of Health & Environment (KDHE) - Successfully Dealing with Challenging Customers: KS Department of Commerce (KDC) - Visit **KANSAS TRAIN** at http://ks.train.org, register/login, and look up by Course ID#	Online	All Employees	IT Security Awareness This online training presents information necessary for IT system managers, administrators, and users to demonstrate awareness of system security requirements and discuss user's responsibility to protect IT systems and data. HIPPA: An Overview This online training describes the Health Insurance Portability and Accountability Act of 1996, discussing the Privacy Rule and its purpose. It will train the user on determining when private information can or cannot be disclosed, and explain how HIPAA and the Privacy Rule affect public health practice and research. New Employee Orientation Provides necessary vital information to newly hired employees regarding benefits, policies, procedures and expectations. Successfully Dealing with Challenging Customers This online course identifies reasons customers may appear unreasonable and what gets in the way of working with challenging customers and describes the importance and best practices of effective communication with your customers. This online course is designed to equip employees with knowledge needed to work with challenging customers and best serve those customers effectively.

On-going Self-Paced	HIPAA Awareness (ID#: 1047429) HIPAA: Allowable Disclosures and Safeguards (ID#: 1072478) HIPAA: Right to Access and Documentation (ID#: 1072486)	$0*	KS Department of Health & Environment (KDHE) - Visit **KANSAS TRAIN** at http://ks.train.org, register/login, and look up by Course ID#	Online	All Employees	*The Kansas TRAIN staff at KDHE are pleased to announce the addition of three HIPAA modules to* ks.train.org *or* train.org/KS *on* **September 28th** *. Based in part on scenarios developed by KS Department of Children and Families (DCF), this updated and expanded module series highlights current HIPAA regulations and is tailored for the Kansas Public Health and Healthcare workforce.* HIPAA Awareness After completing this online course, you will be able to explain the source of HIPAA, indicate two on-site HIPAA information sources and identify two HIPAA rules and two consequences of HIPAA violations. HIPAA: Allowable Disclosures and Safeguards After completing this online course, you will be able to determine possible Protected Health Information (PHI) and how to safeguard it. You will also be able to determine correct action related to incidental disclosure, define the minimum necessary information applicable to the job and determine correct actions, differentiate exempt disclosures from non-exempt Protected Health Information (PHI) and determine correct actions, respond correctly to information transmission format scenarios and locate a resource for further information. HIPAA: Right to Access and Documentation After completing this online course, you will be able to recognize that your organization has HIPAA forms and compliance officer. You will also be able to demonstrate concept mastery through scenario decision making and locate resources for further information.
On-going Schedule by Appointment	Inappropriate Behavior and the Inclusive Workplace	$0*	Kansas Human Rights Commission (KHRC) - **Ruth Glover** at: Ruth.Glover@ks.gov	By Appointment	All Employees	The presentation includes a definition of an inclusive workplace, a review of why an inclusive workplace is important, discussion of workplace harassment, including sexual harassment, and behavior that, although it does not meet the definition of harassment, is still inappropriate in the workplace. Includes numerous examples of harassing behavior and inappropriate behavior. Includes a video on sexual harassment. Can include an optional quiz, acknowledgement of training form, and/or video on diversity.
On-going Schedule by Appointment	Records Management 101	$0*	Kansas Historical Society (KSHS) - **Megan Rohleder** at: mrohleder@kshs.org	By Appointment	Records Officers or Designees; All Employees	This course covers the basic information needed for records managers, Records Officers, or designees revising retention schedules for their agencies. The course also walks attendees through why records management is important, legal requirements, paper and electronic records, the State Records Board, and Electronic Records Committee. The course concludes with a hands on workshop designed to introduce attendees to revising and constructing retention schedules and helpful advice on how to start revisions of their agency's schedule.
On-going Schedule by Appointment	Shared Drive Clean Up	$0*	Kansas Historical Society (KSHS) - **Megan Rohleder** at: mrohleder@kshs.org	By Appointment	All Employees	This course covers the basics of cleaning up an agency or division shared drive. The course walks attendees through the process of how to identify what records are in the shared drive, who created them, retention requirements, and programs/software that will identify duplicate records and will clean up space for future use. The course will include a hands on demonstration of software used by the Historical Society in managing a shared drive.

Date/Time	Course Title	Course Fee	Contact to Register	Location	Target Audience	Description/Purpose
On-going Self-Paced	State Library - LearningExpress Library	$0*	State Library of Kansas (SLK) - **Sarah Tenfelde-Dubois** at: Sarah.Tenfelde-Dubois@ks.gov	Online	All Employees	LearningExpress Library is a system of online tutorials, eBooks, and other materials funded and made available to all Kansans by the State Library of Kansas. State employees will be most interested in the software tutorials available in this product (certificate on completion), but please note this contains a "Center" for various learning audiences. Practice tests for the Praxis, Law Enforcement, ACT/GED/GRE, and more occupational or entrance exams are available to all Kansans. **Visit** http://kslib.info/LEL and **register** for your personal account and use these materials. Courses Offered include: Adobe Dreamweaver, Adobe Flash, Adobe Illustrator, Adobe Photoshop, Microsoft Access, Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint, Microsoft Project, Microsoft Publisher, Microsoft SharePoint Designer, Microsoft Visio, Microsoft Word, and Windows and Mac Operating Systems Course; Writing Skills for the Workplace; Math Review
On-going Self-paced	State Library - Universal Class	$0*	State Library of Kansas (SLK) - **Sarah Tenfelde-Dubois** at: Sarah.Tenfelde-Dubois@ks.gov	Online	All Employees	Universal Class is a system of online courses in over 500 topics, funded and made available to all Kansans by the State Library of Kansas. Join a full course for instructor interaction, assignments, and Continuing Education credits upon completion; or just watch (audit) the lecture videos to brush up on a topic. **Visit** http://kslib.info/uclass and **register** for a personal account to join or audit a course. Courses Offered include: Adobe Dreamweaver, Adobe Flash, Adobe Illustrator, Adobe Photoshop, Microsoft Access, Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint, Microsoft Project, Microsoft Publisher, Microsoft SharePoint Designer, Microsoft Visio, Microsoft Word, and Windows and Mac Operating Systems Course; Writing Skills for the Workplace; Math Review
On-going Self-Paced	The Employee Assistance Program (EAP) offering: Personal Counseling, Legal Advice and Discounts, Personal Money Management Advice, Work-Life Solutions, Monthly Webinars and More!	$0*	Employee Assistance Program (KDHE) - **Shannon Elwell** at: Shannon.Elwell@ks.gov or **Alec Hawley** at: ahawley@compsych.com	Online	All Employees	ComPsych is the provider for the Employee Assistance Program (EAP) services for the State Employee Health Plan (SEHP). The EAP has Guidance Experts to give you someone to talk to, offer expert financial and legal advice when you need it, help you discover your best financial options, assist in finding elder and child care, and even someone to delegate to help you with your "to-do" list. There are also monthly webinars, articles, podcasts, videos and e-books over popular work-life topics available at no cost. **Call 1.888.275.1205 Option 1** or **go online** at www.guidanceresources.com (For first time users-Web ID: SOKEAP) to get access to timely, expert information on thousands of topics, including relationships, work, school, children, wellness, legal, financial and more.

Please provide the employee's ID, full name and email address when requesting course registration. Accommodations are arranged and covered by the employee's agency.

*Any costs associated with providing this training are underwritten by the hosting agency. Individual agencies are responsible for their employees travel expenses.

September 2017 Course Information						
Date/ Time	Course Title	Course Fee	Contact to Register	Location	Target Audience	Description/Purpose

Date/Time	Course	Cost	Sponsor/Contact	Location	Audience	Description
9/20/2017 - 12:30 PM to 1:30 PM	*FEATURED* Communication Styles	$0*	KS Department of Administration (KDoA) - **Adriana Torices** at: Adriana.D.Torices@ks.gov	Landon State Office Building, Conference Room 509	All Employees	Rasmussen College is a vendor for the State Thanks and Recognition (STAR) program. Join Rasmussen College and Dept of Administration in this interactive training session that will focus on communication styles and how they impact your work and personal relationships. Also, learn more about Rasmussen's affordable tuition, employee discount and flexible course schedule options.
9/6/2017 - 8:00 AM to 4:30 PM	PowerPoint 2016 Level 1	$60	KS Department of Transportation (KDOT) - **Ingrid Vandervort** at: Ingrid.Vandervort@ks.gov	Eisenhower State Office Building	All Employees	This course teaches you how to create, modify, format, build, and run PowerPoint slide shows, as well as use WordArt, AutoShapes, ClipArt and graphic objects. You will learn about the PowerPoint toolbars, use the clipboard task pane, and create tables using tabs. You will also learn to use the Slide transition task pane.
9/6/2017- 9/7/2017 - 8:30 AM to 3:30 PM	Access 2016 Level 2	$80	KS Department of Transportation (KDOT) - **Ingrid Vandervort** at: Ingrid.Vandervort@ks.gov	Eisenhower State Office Building	All Employees	Normalize tables, set table relationships, and implement referential integrity between related tables. Create a Lookup list field, modify Lookup field properties, and use a subdatasheet to add data to related tables. Create join queries, create calculated fields in a query, and use queries to view summarized and grouped data. Add unbound controls, graphics, calculated fields, and a combo box to a form.
9/11/2017- 9/15/2017 - Multiple Sessions Available	KPERS 457 New Online Experience	$0*	KS Public Employees Retirement System (KPERS) 457 - To **register** email kpers457@kpers.org. Please include your name, date & time and location.	Multiple Locations **For a listing of available sessions**, click here.	All Employees	Join us for a demonstration of your new KPERS 457 online account experience. It has a new look and user-friendly features designed to make it easier for you to enroll in the plan, set up a login, find information, track your progress and make changes to how you save and invest.
9/12/2017 - 2:00 PM to 3:00 PM 6:00 PM to 7:00 PM	Pre-Retirement Webinar	$0*	KS Public Employees Retirement System (KPERS) 457 - To **register** click here. Choose a date from the drop-down menu, complete the required fields and click **Register**.	Online	Employees within 5 years of retirement	This online webinar will include the following topics: choosing a retirement date, how to calculate your benefit, steps in the retirement process, payment options, taxes and life insurance.
9/13/2017 - 8:30 AM to 3:30 PM	Word 2016 Level 1	$60	KS Department of Transportation (KDOT) - **Ingrid Vandervort** at: Ingrid.Vandervort@ks.gov	Eisenhower State Office Building	All Employees	Explore the Word environment; create, save, and close documents; and use the Help system. Navigate in a document; use some of Words automated tasks; use basic editing techniques; and use the Undo and Redo commands. Select text; copy and move text; and use the Find and Replace commands to modify document text. Change the appearance of a document by applying character formats, by setting tabs, by aligning paragraphs and creating lists, and by setting paragraph indents and line spacing.
9/14/2017 - 8:30 AM to 10:30 AM	Ouch! That Stereotype Hurts for Employees	$0*	KS Department of Transportation (KDOT) - **Samantha Linder** at: Samantha.Linder@ks.gov	Eisenhower State Office Building	All Employees	This course helps participants understand that working effectively with people can sometimes be our biggest challenge. Our role as KDOT employees is complex whether it is working successfully with co-workers or partners in the community. Being able to understand each other is the most critical component of our job and in the end will determine our success. We will explore the meaning of Cultural Diversity. We will reflect on what diversity means to us individually. We will also explore different ways we form opinions about other people and how these opinions can impact our communication styles and behavior in a positive or negative way.

Date/Time	Course	Cost	Sponsor/Contact	Location	Audience	Description
9/14/2017 - 8:30 AM to 3:30 PM	Excel 2016 Level 1	$60	KS Department of Transportation (KDOT) - **Ingrid Vandervort** at: Ingrid.Vandervort@ks.gov	Eisenhower State Office Building	All Employees	Students will identify the main components of the Excel window and an Excel workbook. They will use the help feature, format text, numbers, data rows and columns. They will create sum, average, min, max and count functions using AutoSum. Students will create formulas that add, multiply and divide; insert and format charts. They will preview and control page set-up options, print a worksheet and a specific area of a worksheet.
9/14/2017 - 10:00 AM to 11:00 AM 6:00 PM to 7:00 PM	Pre-Retirement Webinar	$0*	KS Public Employees Retirement System (KPERS) 457 - To **register** click here. Choose a date from the drop-down menu, complete the required fields and click **Register**.	Online	All Employees	This online webinar will include the following topics: choosing a retirement date, how to calculate your benefit, steps in the retirement process, payment options, taxes and life insurance.
9/18/2017- 9/21/2017 - Multiple Sessions Available	KPERS 457 New Online Experience	$0*	KS Public Employees Retirement System (KPERS) 457 - Click here for information regarding **registration**.	Online	All Employees	Join us for a demonstration of your new KPERS 457 online account experience. It has a new look and user-friendly features designed to make it easier for you to enroll in the plan, set up a login, find information, track your progress and make changes to how you save and invest.
9/19/2017 - 8:30 AM to 3:30 PM	Dealing with Difficult People	$0*	KS Department of Transportation (KDOT) - **Samantha Linder** at: Samantha.Linder@ks.gov	Eisenhower State Office Building	All Employees	This course will help participants learn to distinguish 10 recognizable difficult behaviors, and deal successfully with each of them. While you can't change difficult people, you can communicate with them in such a way that they change themselves.
9/20/2017 - 11:00 AM to 12:00 PM	Neuroplasticity: Mental Fitness for Optimal Brain Power	$0*	Employee Assistance Program (KDHE) - **Shannon Elwell** at: Shannon.Elwell@ks.gov or **Alec Hawley** at: ahawley@compsych.com	Online	All Employees	Hobbies of all sorts can help us to be mentally and physically healthier people for ourselves and our loved ones. By choosing to spend time on engaging activities that we truly enjoy, we are more likely to be the best version of ourselves. Too often we end up either just passing the time or prioritizing everyone else's needs above our own. https://attendee.gotowebinar.com/register/3024719485602000387
9/20/2017 - 12:30 PM to 3:30 PM	Emotions and Moodiness in the Workplace	$0*	KS Department of Transportation (KDOT) - **Samantha Linder** at: Samantha.Linder@ks.gov	Chanute KDOT District 4 Headquarters	All Employees	At some point and time everyone experiences an emotional day at work or just being in a bad mood at work. This program looks at some of the causes and effects of emotions and moodiness in the workplace. It identifies methods to use to help calm oneself before arriving at work.
9/20/2017 - 1:00 PM to 4:00 PM	Performance Management Process (PMP)	$0*	KS Department of Administration (KDoA) - **Jolene Flowers** at: Jolene.Flowers@ks.gov	Landon State Office Building Room 560, Topeka	Supervisors	This course highlights the changes in the performance management from the previous version to the current form and procedural changes regarding special evaluations. This course covers how to create meaningful objectives, competencies and discusses how specific attendee's issues could be addressed.

Date/Time	Course	Cost	Sponsor/Contact	Location	Audience	Description
9/20/2017-9/21/2017 - 8:30 AM to 3:30 PM	Crystal Reports Writer Level 1	$270	KS Department of Transportation (KDOT) - **Ingrid Vandervort** at: Ingrid.Vandervort@ks.gov	Eisenhower State Office Building	All Employees	This is designed for new users of Crystal Reports 2013. Some of the topics covered include a review of the software features, report design, and the creation of presentation quality reports.
9/21/2017 - 8:30 AM to 11:30 AM	Gung Ho	$0*	KS Department of Transportation (KDOT) - **Samantha Linder** at: Samantha.Linder@ks.gov	Chanute KDOT District 4 Headquarters	All Employees	This training module is designed to help learners focus on understanding the importance of inspiring others in the way they lead. This training should enable employees to have a clear understanding as to how they positively or negatively influence work environments and challenge themselves to seek out new ways of improving service delivery and quality service. Getting employees to care about their work is not always an easy task. Gung Ho! provides three important principles for motivating employees and increasing overall productivity.
9/21/2017 - 9:00 AM to 3:00 PM	Learning to Lead	$0*	KS Department of Administration (KDoA) - **Jolene Flowers** at: Jolene.Flowers@ks.gov	Landon State Office Building Room 560, Topeka	Non-Supervisory Employees	This course is designed for employees who are not currently in a leadership role, but hope to be someday. You will be walked through a process you can use to grow and equip yourself, so you can be in a position to lead before you find yourself in a leadership position. Topics include identifying your personal leadership identity, developing a personal credo, looking at the leadership characteristics needed for the future, and discovering the personal values that influence your attitudes and behavior.
9/21/2017 - 12:30 PM to 3:30 PM	The Road to Effective Communication	$0*	KS Department of Transportation (KDOT) - **Samantha Linder** at: Samantha.Linder@ks.gov	Chanute KDOT District 4 Headquarters	All Employees	This course is designed to give the participant an awareness of how they communicate with others, and how, with practice they can improve their communication skills.
9/26/2017 - 10:00 AM to 11:00 AM	Being Part of a Multigenerational Team	$0*	Employee Assistance Program (KDHE) - **Shannon Elwell** at: Shannon.Elwell@ks.gov or **Alec Hawley** at: ahawley@compsych.com	Landon State Office Building, Conference Room 509	All Employees	For the first time in history, there is the possibility that an organization can have four distinct generations in the workforce. While we need to be careful not to make too many generalizations about different age groups, it is helpful to categorize some aspects of each group's behavior, needs and working styles to promote working relationships built on mutual understanding. This session will provide each participant with the understanding of the different working styles, preferences and how each generation expects to be treated as employees. By understanding these differences, each person can contribute to the success of the team and organization regardless of generation.
9/26/2017-9/28/2017 - 8:30 AM to 3:30 PM	Microstation	$170	KS Department of Transportation (KDOT) - **Ingrid Vandervort** at: Ingrid.Vandervort@ks.gov	Eisenhower State Office Building	All Employees	This is a basic level class for users to learn the tools associated with this engineering design software.

Date/ Time	Course Title	Course Fee	Contact to Register	Location	Target Audience	Description/Purpose
9/29/2017 - 8:30 AM to 10:30 AM	Ouch! That Stereotype Hurts for Employees	$0*	KS Department of Transportation (KDOT) - **Samantha Linder** at: Samantha.Linder@ks.gov	Hays KDOT District 3 Headquarters	All Employees	This course helps participants understand that working effectively with people can sometimes be our biggest challenge. Our role as KDOT employees is complex whether it is working successfully with co-workers or partners in the community. Being able to understand each other is the most critical component of our job and in the end will determine our success. We will explore the meaning of Cultural Diversity. We will reflect on what diversity means to us individually. We will also explore different ways we form opinions about other people and how these opinions can impact our communication styles and behavior in a positive or negative way.

Please provide the employee's ID, full name and email address when requesting course registration. Accommodations are arranged and covered by the employee's agency.

*Any costs associated with providing this training are underwritten by the hosting agency. Individual agencies are responsible for their employees travel expenses.

October 2017 Course Information

Date/ Time	Course Title	Course Fee	Contact to Register	Location	Target Audience	Description/Purpose
10/4/2017 - 8:30 AM to 3:30 PM	Office 2016 New Features	$60	KS Department of Transportation (KDOT) - **Ingrid Vandervort** at: Ingrid.Vandervort@ks.gov	Eisenhower State Office Building	All Employees	This course takes users through the new features in MS Office 2016: Word, Excel, PowerPoint and Outlook.
10/5/2017 - 8:30 AM to 3:30 PM	Windows 10 Basics	$60	KS Department of Transportation (KDOT) - **Ingrid Vandervort** at: Ingrid.Vandervort@ks.gov	Eisenhower State Office Building	All Employees	Students will identify and open objects on the Windows Desktop, use the Windows XP Help and Support Center, Navigate the folder hierarchy and search for files by using My Computer and Windows Explorer, Manage files and folders and work with the Recycle Bin, Create simple word processing documents and drawings by using the WordPad and Paint accessories, Customize the desktop by creating desktop shortcuts and using the Control Panel and Browse the Internet by using Internet Explorer and turn off Windows.
10/6/2017 - 10:30 AM to 11:30 AM	Great Minds	$0*	KS Department of Administration (KDoA) - **Craig Kibbe** at: Craig.Kibbe@ks.gov	Landon State Office Building, Conference Room 560	All Employees	Collaborative discussions aimed to develop and connect our State of Kansas Workforce. The topic/article will vary from month to month, but generally involves leadership, innovation, communication or other trending workplace issues. Sessions occur the first Friday of each month at the same time and location. Register ahead to receive a link to the article that will be discussed. Please receive your supervisor's permission to attend.
10/10/2017- 10/12/2017 - 8:30 AM to 3:30 PM	Crystal Report Writer Level 2	$400	KS Department of Transportation (KDOT) - **Ingrid Vandervort** at: Ingrid.Vandervort@ks.gov	Eisenhower State Office Building	All Employees	This three day workshop is designed for experienced Crystal Report users. The intent of the course is to increase the design skills and expand into the expert features and powerful functionality of Crystal Reports. This workshop delves into the most complex techniques used for creating reports and solving reporting problems, as well as hands-on practice time with formula solutions.

Date	Course	Cost	Sponsor/Contact	Location	Audience	Description
10/17/2017 - 8:30 AM to 3:30 PM	PowerPoint 2016 Level 2	$60	KS Department of Transportation (KDOT) - **Ingrid Vandervort** at: Ingrid.Vandervort@ks.gov	Eisenhower State Office Building	All Employees	Students will learn how to create and modify templates, build a custom slide master, and insert multimedia elements. They'll also learn advanced techniques for working with charts, tables, clip art, and drawing tools. Students will add and modify action buttons, use advanced delivery techniques, customize and create toolbars, and create macros.
10/18/2017 - 8:30 AM to 3:30 PM	Word 2016 Level 2	$60	KS Department of Transportation (KDOT) - **Ingrid Vandervort** at: Ingrid.Vandervort@ks.gov	Eisenhower State Office Building	All Employees	Create and format sections in a document, create multiple columns, and sort text in columns. Work with tables by formatting the cell text, resizing rows and columns, adding borders and shading, using the Table Auto Format command, and drawing a table. Import Excel data into Word tables, use formulas to perform calculations, and link and embed Excel data. Create and modify styles to format text and to set up and use different views, including Outline view, the Document Map pane, and thumbnails. Create and manipulate Headers and Footers. Working with Styles. Creating labels and envelopes. Working with Graphics Revisions in a document.
10/19/2017 - 8:30 AM to 3:30 PM	Excel 2016 Level 2	$60	KS Department of Transportation (KDOT) - **Ingrid Vandervort** at: Ingrid.Vandervort@ks.gov	Eisenhower State Office Building	All Employees	Students will work with concepts such as consolidating data, creating a workspace, adding comments to cells and workbooks, define and apply cell and range names, create and manage templates, publish a worksheet as a PDF file, use advanced formatting techniques, sort lists and create and format a table. They will also save a worksheet as a Web page, use the AutoRepublish feature, insert and edit hyperlinks in worksheets, and send a workbook via e-mail.
10/19/2017- 10/20/2017 - 8:30 AM to 3:30 PM	Adobe Pro with Forms	$80	KS Department of Transportation (KDOT) - **Ingrid Vandervort** at: Ingrid.Vandervort@ks.gov	Eisenhower State Office Building	All Employees	Students will create PDF documents, convert to different formats, customize settings, edit documents, add bookmarks, etc. They will create interactive forms, import and export form data and print and batch process PDF documents.
10/20/2017 - 8:30 AM to 3:30 PM	2017 Employment Law CLE Seminar	$170	KS Bar Association - **Nancy Burghart** at: nburghart@ksbar.org or (785) 861-8827 **Register online** at: http://www.ksbar.org/event/EmploymentLaw2017CLE	Kansas Law Center 1200 SW Harrison St Topeka, KS 66612	Human Resource Professionals	Topics for this seminar includes an overview of Title VII & EEOC Priorities Nationwide, Section 1983 Claims & Free Speech cases, mediating Employment topics, Independent Contractors/Joint Employers, Immigration Law and Employment ethics.

Date/ Time	Course Title	Course Fee	Contact to Register	Location	Target Audience	Description/Purpose
10/25/2017 - 3:00 PM to 4:00 PM	Happiness: A Key to Life's Satisfaction	$0*	Employee Assistance Program (KDHE) - **Shannon Elwell** at: Shannon.Elwell@ks.gov or **Alec Hawley** at: ahawley@compsych.com	Online	All Employees	Why do some people seem happy and others just seem miserable all the time? Science suggests that each person has a range in their capacity to experience happiness and that range is different for each person. However, it is possible to live our lives in the upper end of that range if we apply ourselves and follow certain principles. There is no one key to happiness but a set of principles that are critical to follow. This training incorporates a brief happiness questionnaire, a description of the various factors associated with happiness and concludes with a substantive discussion of specific ways to increase your happiness potential. https://attendee.gotowebinar.com/register/6100026020700807171

Please provide the employee's ID, full name and email address when requesting course registration. Accommodations are arranged and covered by the employee's agency.

*Any costs associated with providing this training are underwritten by the hosting agency. Individual agencies are responsible for their employees travel expenses.

November 2017 Course Information

Date/ Time	Course Title	Course Fee	Contact to Register	Location	Target Audience	Description/Purpose
11/1/2017- 11/2/2017 - 8:30 AM to 3:30 PM	SQL Fundamentals	$80	KS Department of Transportation (KDOT) - **Ingrid Vandervort** at: Ingrid.Vandervort@ks.gov	Eisenhower State Office Building	All Employees	This is a basic introduction to SQL. Students will learn about retrieving data from a table, using operators, functions, joins and subqueries. Upon class completion students will receive a certificate.
11/3/2017 - 10:30 AM to 11:30 AM	Great Minds	$0*	KS Department of Administration (KDoA) - **Craig Kibbe** at: Craig.Kibbe@ks.gov	Landon State Office Building, Conference Room 560	All Employees	Collaborative discussions aimed to develop and connect our State of Kansas Workforce. The topic/article will vary from month to month, but generally involves leadership, innovation, communication or other trending workplace issues. Sessions occur the first Friday of each month at the same time and location. Register ahead to receive a link to the article that will be discussed. Please receive your supervisor's permission to attend.
11/7/2017 - 8:30 AM to 3:30 PM	Word 2016 Level 3	$60	KS Department of Transportation (KDOT) - **Ingrid Vandervort** at: Ingrid.Vandervort@ks.gov	Eisenhower State Office Building	All Employees	Students will learn mail merge, create forms, work with and run macros. You will also create a master document, table of contents, footnotes, endnotes, and cross-references
11/7/2017 - 9:00 AM to 12:00 PM	Performance Management Process (PMP)	$0*	KS Department of Administration (KDoA) - **Jolene Flowers** at: Jolene.Flowers@ks.gov **Register online** at: https://www.surveymonkey.com/r/MRNL6CB	Landon State Office Building Room 560, Topeka	Supervisors	This course highlights the changes in the performance management from the previous version to the current form and procedural changes regarding special evaluations. This course covers how to create meaningful objectives, competencies and discusses how specific attendee's issues could be addressed.

Date	Course	Price	Contact	Location	Audience	Description
11/7/2017-11/8/2017 - 8:30 AM to 3:30 AM	Access 2016 Level 1	$80	KS Department of Transportation (KDOT) - **Ingrid Vandervort** at: Ingrid.Vandervort@ks.gov	Eisenhower State Office Building	All Employees	Organize data efficiently by using a database management system; start Access and open Access databases; and use the Help feature. Plan and create a database; use Datasheet view and Design view; and create tables and work in tables. Modify a table's design; use the Find feature and the spelling checker; and sort, filter, and delete records. Set field properties; create input masks; set validation rules; and create single and multiple-field indices. Create queries, and sort and filter the results; modify queries; and perform operations in queries. Create, modify, and work with forms; and use them to find, sort, and filter records. Create reports by using Auto Report, the Report Wizard, Design view, and queries; and modify and print report.
11/8/2017 - 8:30 AM to 3:30 PM	Excel 2016 Level 3	$60	KS Department of Transportation (KDOT) - **Ingrid Vandervort** at: Ingrid.Vandervort@ks.gov	Eisenhower State Office Building	All Employees	Summarize worksheet data by creating automatic subtotals; use the Data Validation feature to validate data entered in cells; use database functions to summarize list values that meet the criteria you specify; and use data forms to add data. Use the PivotTable and PivotChart Wizard to create a PivotTable for analyzing and comparing large amounts of data; change PivotTable view by moving fields and by hiding and showing details; improve the appearance of a PivotTable by changing its field settings and applying a format; and create a PivotChart to graphically display data from a PivotTable.Export data from Excel to a text file, and import data from a text file into an Excel workbook; import XML data into a workbook, and export data from a workbook to an XML data file; and use Microsoft Query and the Web query feature to import data from external databases
11/9/2017 - 8:30 AM to 3:30 PM	Outlook 2016 Level 2	$60	KS Department of Transportation (KDOT) - **Ingrid Vandervort** at: Ingrid.Vandervort@ks.gov	Eisenhower State Office Building	All Employees	Students will customize the Outlook environment via the Ribbon, Quick Access Toolbar, To-Do Bar and Reading Pane. They will create groups, shortcuts and address books; customize email options, set alerts and use voting buttons. They will use and customize instant search of the Inbox, all folders, Contacts, Tasks and Calendar. Students will also use categories, Rules and Automatic Reply messages. They will use advanced methods of setting up, organizing and moving items within folders and sub-folders (including folder clean-up and deletion of folders). They will create, delete and use public folders and learn to post and delete items within public folders.
11/14/2017 - 8:30 AM to 3:30 PM	Excel 2016 Level 1	$60	KS Department of Transportation (KDOT) - **Ingrid Vandervort** at: Ingrid.Vandervort@ks.gov	Eisenhower State Office Building	All Employees	Students will identify the main components of the Excel window and an Excel workbook. They will use the help feature, format text, numbers, data rows and columns. They will create sum, average, min, max and count functions using AutoSum. Students will create formulas that add, multiply and divide; insert and format charts. They will preview and control page set-up options, print a worksheet and a specific area of a worksheet.
11/14/2017-11/15/2017 - 8:30 AM to 3:30 PM	Access 2016 Level 2	$80	KS Department of Transportation (KDOT) - **Ingrid Vandervort** at: Ingrid.Vandervort@ks.gov	Eisenhower State Office Building	All Employees	Normalize tables, set table relationships, and implement referential integrity between related tables. Create a Lookup list field, modify Lookup field properties, and use a subdatasheet to add data to related tables. Create join queries, create calculated fields in a query, and use queries to view summarized and grouped data. Add unbound controls, graphics, calculated fields, and a combo box to a form.

Date/Time	Course	Cost	Contact	Location	Audience	Description
11/15/2017 - 8:30 AM to 3:30 AM	Word 2016 Level 1	$60	KS Department of Transportation (KDOT) - **Ingrid Vandervort** at: Ingrid.Vandervort@ks.gov	Eisenhower State Office Building	All Employees	Explore the Word environment; create, save, and close documents; and use the Help system. Navigate in a document; use some of Words automated tasks; use basic editing techniques; and use the Undo and Redo commands. Select text; copy and move text; and use the Find and Replace commands to modify document text. Change the appearance of a document by applying character formats, by setting tabs, by aligning paragraphs and creating lists, and by setting paragraph indents and line spacing.
11/15/2017 - 3:00 PM to 4:00 PM	Navigating Life's Big Decisions	$0*	Employee Assistance Program (KDHE) - **Shannon Elwell** at: Shannon.Elwell@ks.gov or **Alec Hawley** at: ahawley@compsych.com	Online	All Employees	When we're at a crossroads, we often face ambivalence regarding the direction we should take. Common life challenges include: Should I attend college and, if so, where? Should I get married? Do I want children? Should I move? Should I get a divorce? Some people are able to make decisions without being bogged down by uncertainty. They make them quickly and with minimal anxiety over whether or not they made the wrong choice. For others, these decisions are filled with angst and can leave them feeling stuck. This session will provide helpful strategies to get unstuck. We'll look at the purpose of ambivalence and how to move through it, along with tips for effective decision-making. By the end of this course, you will have a better grasp of how to navigate life's big decisions. https://attendee.gotowebinar.com/register/2980002347700397059
11/16/2017 - 8:30 AM to 3:30 PM	Excel/Access 2016 Integration	$60	KS Department of Transportation (KDOT) - **Ingrid Vandervort** at: Ingrid.Vandervort@ks.gov	Eisenhower State Office Building	All Employees	This is for students with Excel and Access experience. It is recommended that students in this class have taken at least Access Level Three and Excel Level One (or have equivalent experience). Knowledge of the normalization or design view of forms or macros is essential. Students in this class will learn how to prepare an Excel spreadsheet to integrate within Access, create action queries to separate the list into multiple tables and create a macro to automate the process.
11/28/2017 - 8:00 AM to 4:30 PM	PowerPoint 2016 Level 1	$60	KS Department of Transportation (KDOT) - **Ingrid Vandervort** at: Ingrid.Vandervort@ks.gov	Eisenhower State Office Building	All Employees	This course teaches you how to create, modify, format, build, and run PowerPoint slide shows, as well as use WordArt, AutoShapes, ClipArt and graphic objects. You will learn about the PowerPoint toolbars, use the clipboard task pane, and create tables using tabs. You will also learn to use the Slide transition task pane.
11/28/2017- 11/29/2017 - 8:30 AM to 3:30 PM	Access 2016 Level 3	$80	KS Department of Transportation (KDOT) - **Ingrid Vandervort** at: Ingrid.Vandervort@ks.gov	Eisenhower State Office Building	All Employees	Use SQL statements and examine them in Access, write SQL statements to create queries, and attach an SQL statement to a command button. Create crosstab queries to summarize grouped data, create parameter queries to view results based on specified criteria, and create action queries to add, delete, and modify data in tables and to create new tables. Create and run macros to automate tasks and attach macros to the events of database objects. Create data validation and data-entry macros, create macros that run parameter queries, create the AutoKeys and AutoExec macros, and create macros to import and export database objects. Import Access objects into an active database from another Access database and from Excel, export objects from one active database to another Access database, export and import XML documents.

Date/ Time	Course Title	Course Fee	Contact to Register	Location	Target Audience	Description/Purpose
11/29/2017 - 8;30 AM to 3:30 PM	Windows 10 Basics	$60	KS Department of Transportation (KDOT) - **Ingrid Vandervort** at: Ingrid.Vandervort@ks.gov	Eisenhower State Office Building	All Employees	Students will identify and open objects on the Windows Desktop, use the Windows XP Help and Support Center, Navigate the folder hierarchy and search for files by using My Computer and Windows Explorer, Manage files and folders and work with the Recycle Bin, Create simple word processing documents and drawings by using the WordPad and Paint accessories, Customize the desktop by creating desktop shortcuts and using the Control Panel and Browse the Internet by using Internet Explorer and turn off Windows.

Please provide the employee's ID, full name and email address when requesting course registration. Accommodations are arranged and covered by the employee's agency.

*Any costs associated with providing this training are underwritten by the hosting agency. Individual agencies are responsible for their employees travel expenses.

December 2017 Course Information

Date/ Time	Course Title	Course Fee	Contact to Register	Location	Target Audience	Description/Purpose
12/1/2017 - 10:30 AM to 11:30 AM	Great Minds	$0*	KS Department of Administration (KDoA) - **Craig Kibbe** at: Craig.Kibbe@ks.gov	Landon State Office Building, Conference Room 560	All Employees	Collaborative discussions aimed to develop and connect our State of Kansas Workforce. The topic/article will vary from month to month, but generally involves leadership, innovation, communication or other trending workplace issues. Sessions occur the first Friday of each month at the same time and location. Register ahead to receive a link to the article that will be discussed. Please receive your supervisor's permission to attend.
12/5/2017 - 1:00 PM to 4:00 PM	Performance Management Process (PMP)	$0*	KS Department of Administration (KDoA) - **Jolene Flowers** at: Jolene.Flowers@ks.gov **Register online** at: https://www.surveymonkey.com/r/MRNL6CB	Landon State Office Building Room 560, Topeka	Supervisors	This course highlights the changes in the performance management from the previous version to the current form and procedural changes regarding special evaluations. This course covers how to create meaningful objectives, competencies and discusses how specific attendee's issues could be addressed.
12/5/2017- 12/6/2017 - 8:30 AM to 3:30 PM	Crystal Report Writer Level 1	$270	KS Department of Transportation (KDOT) - **Ingrid Vandervort** at: Ingrid.Vandervort@ks.gov	Eisenhower State Office Building	All Employees	This is designed for new users of Crystal Reports 2013. Some of the topics covered include a review of the software features, report design, and the creation of presentation quality reports.
12/6/2017 - 9:00 AM to 3:00 PM	Learning to Lead	$0*	KS Department of Administration (KDoA) - **Jolene Flowers** at: Jolene.Flowers@ks.gov	Landon State Office Building, Conference Room 560	Non-Supervisory Employees	This course is designed for employees who are not currently in a leadership role, but hope to be someday. You will be walked through a process you can use to grow and equip yourself, so you can be in a position to lead before you find yourself in a leadership position. Topics include identifying your personal leadership identity, developing a personal credo, looking at the leadership characteristics needed for the future, and discovering the personal values that influence your attitudes and behavior.

Date	Course	Cost	Host/Contact	Location	Audience	Description
12/7/2017 - 8:30 AM to 3:30 PM	Outlook 2016 Level 1	$60	KS Department of Transportation (KDOT) - **Ingrid Vandervort** at: Ingrid.Vandervort@ks.gov	Eisenhower State Office Building	All Employees	Students will learn how to configure an e-mail account, read, create, and send messages, and work with file attachments. They'll also learn how to organize messages, set delivery options, print messages, set up a mail merge, work with contacts and tasks, use the Calendar, and manage their Outlook folders.
12/12/2017 - 8:30 AM to 3:30 PM	Word 2016 Level 2	$60	KS Department of Transportation (KDOT) - **Ingrid Vandervort** at: Ingrid.Vandervort@ks.gov	Eisenhower State Office Building	All Employees	Create and format sections in a document, create multiple columns, and sort text in columns. Work with tables by formatting the cell text, resizing rows and columns, adding borders and shading, using the Table Auto Format command, and drawing a table. Import Excel data into Word tables, use formulas to perform calculations, and link and embed Excel data. Create and modify styles to format text and to set up and use different views, including Outline view, the Document Map pane, and thumbnails. Create and manipulate Headers and Footers. Working with Styles. Creating labels and envelopes. Working with Graphics Revisions in a document.
12/13/2017 - 8:30 AM to 3:30 PM	Excel 2016 Level 2	$60	KS Department of Transportation (KDOT) - **Ingrid Vandervort** at: Ingrid.Vandervort@ks.gov	Eisenhower State Office Building	All Employees	Students will work with concepts such as consolidating data, creating a workspace, adding comments to cells and workbooks, define and apply cell and range names, create and manage templates, publish a worksheet as a PDF file, use advanced formatting techniques, sort lists and create and format a table. They will also save a worksheet as a Web page, use the AutoRepublish feature, insert and edit hyperlinks in worksheets, and send a workbook via e-mail.
12/19/2017 - 8:30 AM to 3:30 PM	PowerPoint 2016 Level 2	$60	KS Department of Transportation (KDOT) - **Ingrid Vandervort** at: Ingrid.Vandervort@ks.gov	Eisenhower State Office Building	All Employees	Students will learn how to create and modify templates, build a custom slide master, and insert multimedia elements. They'll also learn advanced techniques for working with charts, tables, clip art, and drawing tools. Students will add and modify action buttons, use advanced delivery techniques, customize and create toolbars, and create macros.
12/19/2017- 12/20/2017 - 8:30 AM to 3:30 PM	ArcGIS	$80	KS Department of Transportation (KDOT) - **Ingrid Vandervort** at: Ingrid.Vandervort@ks.gov	Eisenhower State Office Building	All Employees	ArcGIS is used to build and maintain geospatial data using relational databases. In this class students will navigate the ArcCatalog, use custom toolbars, work with layers and symbology, create a geodatabase and create queries and joins. They will also use the data and layout views, coordinate system and work with measuring distance.
12/21/2017 - 3:00 PM to 4:00 PM	Living Simply: Simplify Your Life	$0*	Employee Assistance Program (KDHE) - **Shannon Elwell** at: Shannon.Elwell@ks.gov or **Alec Hawley** at: ahawley@compsych.com	Online	All Employees	In today's digital age, people are exposed to a vast number of choices and opportunities in all facets of life; choices about what to read, watch, listen to or purchase. The result is that people often are more distracted, confused and stressed by the increasing complexity of consumer choices and online social media activities. This topic addresses ways of prioritizing and simplifying your life through adopting a "digital mindfulness" approach. https://attendee.gotowebinar.com/register/449059621467041027

Please provide the employee's ID, full name and email address when requesting course registration. Accommodations are arranged and covered by the employee's agency.

*Any costs associated with providing this training are underwritten by the hosting agency. Individual agencies are responsible for their employees travel expenses.